



## City of Kansas City, Missouri Job Class Specification

**Job Title:** EPIDEMIOLOGIST SPECIALIST

**Department:** HEALTH

**Job Code:** 4027

**Status:** EXEMPT

**Grade:** EX-3

### Summary

This specialized professional epidemiological work investigates, analyzes, prevents, and controls communicable, chronic, or environmentally induced diseases and conditions of public health importance.

An employee in this classification is responsible for designing, conducting, and coordinating specialized epidemiological studies in order to investigate, identify, and analyze the incidence, prevalence, trends, and causes of communicable, chronic, or environmentally induced diseases. Work involves determining research studies to be conducted and methodology to be followed; preparing or overseeing the preparation of reports and recommendations; developing intervention strategies, policies, and procedures; and evaluating new and existing prevention and control programs based on epidemiological principles and findings. Work also involves developing and/or providing training in epidemiological methods and techniques, as well as communicating with health care providers; social service agencies; schools; federal, state and local officials; the media and/or others concerning disease investigation, prevention and control.

### Duties and Responsibilities

- Develops, implements, and administers plans and policies for identifying social determinants of health, including policies related to food access, housing, transportation, public safety, education, sustainability, climate change, parks, air and water quality, criminal justice, data dissemination, and economic development.
- Identifies designs and/or conducts highly specialized epidemiological studies of disease occurrence, including review and evaluation of control measures and behavioral and/or clinical interventions.
- Conducts and/or coordinates field interviews of cases, potential cases, control subjects, government officials, and others to ascertain disease incidence and/or prevalence.
- Determines methodology to be followed for collecting epidemiological data; analyzes data and recommends public health intervention, prevention, and control measures to deal with trends or statistically significant findings, including mental health initiatives.
- Compiles and calculates statistical data in planning, implementation, and evaluation of public health and related programs.
- Assesses local community ordinances within the regional area to assure that communities have adequate legal authority to respond to and implement emergency public health measures.
- Participates in developing and implementing a regional emergency response plan for public health emergencies and infectious disease outbreaks.
- Coordinates emergency response planning, disease surveillance, and disease investigation activities with regional and state epidemiologists.
- Develops and/or provides training in epidemiological methods and techniques.
- Prepares presentations, reports, statistical analyses, and summaries on epidemiological studies and evaluations.
- Performs related duties as required.

<b>Technical Skills</b>	<p>Thorough knowledge of:</p> <ul style="list-style-type: none"> <li>• The principles and practices of public health, business, and public administration programs.</li> <li>• Disease and its transmission process, both human and zoonotic diseases. Disease investigation procedures, including hospital infection control principles.</li> <li>• Principle federal, state, county, and local laws and regulations applicable to epidemiology and disease control.</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Interact effectively and clearly with various individuals and agencies, from lay citizens to veterinarians, physicians, hospital administrators, and public administrators.</li> <li>• Prepare and deliver presentations to civic, governmental, and media groups.</li> <li>• Use statistical software packages.</li> <li>• Implement policies and procedures for a regional surveillance or public health emergency response system.</li> <li>• Supervise subordinates engaged in epidemiological studies and evaluate their respective performances.</li> </ul>
<b>Education and Experience</b>	<p>Accredited Bachelor's degree and four (4) years of public health experience analyzing and assessing data, programs, or initiatives. Including work in the field of public health with the federal, state, local government, and private health sectors.</p> <p>OR</p> <p>Accredited Master's degree with an emphasis in disease control or epidemiology and two (2) years of public health, analyzing and assessing data, programs, or initiatives. Including work in the field of public health with the federal, state, local government, and private health sectors.</p>
<b>Certificates/ Licenses/Special Requirements</b>	<ul style="list-style-type: none"> <li>• Must possess a valid state–issued driver's license in accordance with the City of KCMO policies.</li> <li>• Must pass a physical examination as prescribed by the City.</li> </ul>
<b>Supervisory Responsibility</b>	<ul style="list-style-type: none"> <li>• Supervision may be exercised over a small staff of professionals.</li> </ul>
<b>Supervision Received</b>	<ul style="list-style-type: none"> <li>• Work is performed under the general supervision of an administrative or professional superior.</li> </ul> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
<b>Created Revised</b>	<p>7/2002 9/2006, 8/2022, 01/2024 05/2024, 7/2024</p>